



State of California  
Department of Resources Recycling & Recovery (CalRecycle)  
CalRecycle 109A (Rev. 7/14)

DUTY STATEMENT	
Classification: Staff Services Manager I	Position Number: 650-4800-001
Division/Office/Section: Disaster Recovery Operations/Project Management Support Unit	
Location: Sacramento	Effective Date:
Employee's Name: *	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Tina Walker	
Collective Bargaining Identifier (CBID): R09	

### POSITION DESCRIPTION

Under the direct supervision of the Staff Services Manager II (Supervisory) the incumbent supervises a staff administrators and analysts responsible for contract monitoring, invoice examination, project documentation, and analysis necessary to ensure timely payment to contractors and consultants and to ensure maximum federal reimbursement under federally declared disaster response and recovery efforts. Additionally, the incumbent will provide technical assistance to internal and external stakeholders at the local, state, and federal agency levels.

This position requires a high level of technical knowledge and experience in the California Constitution, Public Contracting Code, Government Code, California Code of Regulations, state policies including the State Administrative Manual and Prompt Payment Act, State Contracting Manuals, and relative federal regulations and policies including 2 CFR, 44 CFR and FEMA Public Assistance Policy Guidance. The incumbent shall be required to take and pass appropriate ICS and/or SEMS training courses, as directed by the incumbent's direct supervisor.

The incumbent will be designated Tier 1 field staff and will be required to wear personal protective equipment, including a respirator as circumstances require. The incumbent must be capable of driving and walking in rough, poorly or non-paved roads/terrain that may require hiking short to moderate distances to evaluate program properties and their accessibility. Staff may also be required to spend extended days overseeing operations. Staff in this position will need to work effectively and cooperatively under various conditions and may be required to work weekends, holidays, and extended days (10-14 hours), six days per week, and/or rotating shifts (day/night). The ability to travel statewide for extended periods of time on short notice is also required.

### ESSENTIAL FUNCTIONS

- 45% Responsible for planning, organizing, and directing the work of professional analytical staff performing contract monitoring, which may include FI\$Cal PO chartfield mapping validation or revision as necessary when contracts and/ or provisions are amended, invoice examination, project documentation, and analysis necessary to ensure timely payment to contractors and consultants, and to ensure maximum federal reimbursement under federally declared disaster response and recovery effort as well as coordination with internal business units on project close out notifications, final invoice requests and periodic expenditure projections. Coordinate closely with program supervising engineers in the development of overall operational planning, assigning of projects, identifying staff development needs and workforce planning.  
Manages the unit budget, staff training, and development requirements.
- 35% Ensure all contract related documents are managed, organized, and preserved in a manner which enables verification that goods and services are provided and performed according to the quality, quantity, objectives, timeframes, and manners specified in contractor and consultant contracts. Participate in all project cost reconciliation efforts including after action meetings, project closeout meetings, and auditing exercises. Develop, review and/or recommend necessary communication tools including but not limited to issue briefings and statements, talking points, regular reports, memoranda of understanding, training presentations, and outreach materials.

- 10% Ensure staff adhere to the Department's Health and Safety Policy. Consult with and make recommendation to management regarding personnel matters, analytical and technical issues, and work assignments. Advise and train staff on acceptable measurement and analytical principles and practices. Develop duty statements, staff hiring documents, probation reports, and annual performance appraisals. Review and approve staff time records, travel arrangements, and travel expense claims.
- 5% Other duties as required to fulfill CalRecycle mission, goals, and objectives. Additional duties may include, but are not limited to, assisting where needed within the program, attending staff and stakeholder meetings, briefings, and task force meetings. Represent the program or department on various committees, panels, and projects.

### **MARGINAL FUNCTIONS**

- 5% Prepare internal Department approval documents for remediation projects, coordinate with agency staff for project approvals and administration, prepare and deliver project updates and presentations at monthly public meetings. Enroll/ participate in training, where necessary, (by FI\$Cal, DOF and/ or LinkedIn training) to broaden knowledge and remain consistent with changes/ updates.

### **EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENTS 100%**

When tasked with an emergency operational assignment and until released and demobilized, some, or all, of the following duties will be performed and some, or all, of the incumbent's non-emergency duties may temporarily cease. While fulfilling an emergency operational assignment the incumbent is filling a specific position that reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that the incumbent reports to while on this interim assignment. Obtain and maintain the necessary disaster recovery training/certifications to be able to function in the assigned capacity.

Complete temporary assignments as the Department's representative to provide assistance in emergency response and recovery activities in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), Debris Removal Operations Center (DROC), or other location.

Oversee, respond to, and support requests for assistance with disaster debris removal projects and must be able to assume Finance Section Chief or other necessary duties and/or roles as a member of an Incident Command System Team, including, but not limited to:

Manages all contractual and/or financial aspects for the environmental consultants and recovery contractors' contracts, Provides and coordinates the consultant's and the debris removal contractors' finance professionals; as well as all of the financial and cost analysis, and cost efficiency aspects of the debris cleanup operations. Make cost-saving recommendations to the Incident Commander and the IMT. Documents and processes contractual claims occurring at the incident and keeps a running tally of associated costs. Provides financial and engineering cost analysis information, as requested. Gathers pertinent information from briefings with responsible agencies. Develops an operating plan for the finance/contractual management portions of the incident. Maintains contact with the Department's administrative headquarters on finance/contractual matters. Ensures that all obligation documents initiated at the incident are properly prepared and completed. Maintains records security. Briefs Department administrative personnel on all incident-related financial issues needing attention or follow-up.

Drafts memoranda of understanding between agencies, as necessary. Establishes and interprets contracts, agreements, contract change orders, and resolve disputes. Coordinates the processing of change orders and claims. Completes final processing of invoices and sends documents for payment to verify that proper engineering activities are properly documented, supported by the IMT and pre-approved rates are used. Coordinates with Department AFITS on cost reporting procedures. Collects and records all cost data. Develops incident cost updates and summaries. Makes cost-saving recommendations based on proper engineering practices to the IMT.

Collects and processes situational information about the incident. Supervises and includes input from the Incident Commander and IMT in the preparation of the Incident Action Plan. Establishes information requirements and reporting schedules. Determines need for any specialized technical or engineering resources in support of the incident. Establishes special information collection activities, as necessary (e.g., weather, environmental, toxic, etc.). Responsible for and/or directing state or consultant staff in keeping track of the status of each property that enters into the system with a right of entry, as approved by the Incident Commander, during each step of the assessment, asbestos removal, vehicle removal, chimney removal, debris removal, soil sampling, and final site walk and all supporting documentation. Conducts incident-planning meetings, as required. Maintains a master list of all resources (e.g., key supervisory personnel, primary and support resources, technical or specialty engineering resources. etc.). Reports any significant changes in incident status and prepares, posts, or disseminates resource and situation status information as required. Reviews records for accuracy and completeness and inform appropriate units of errors or omissions. Keeps detailed technical records for post-incident use.

Advises the Incident Commander and IMT on all matters relating to logistics planning, facilities, and communications. Advises the Incident Commander on all matters relating to the ordering, receipt, storage, transport, and onward movement of goods, services, heavy equipment, and engineering personnel. Provides recommendations on proper types of equipment and engineering approaches to resolving technical issues, as well as a whole community approaches to fulfilling logistics requirements. Participates in development, maintenance, and implementation of the Incident Action Plan.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
<b>Employee Signature:</b>		
I certify that the above accurately represent the duties of the position:		Date:
<b>Supervisor Signature:</b>		
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>		
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>	

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☒ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☒ Requires the utilization of a self-contained breathing apparatus.\*
- ☐ Operates heavy motorized vehicles.\*
- ☐ Requires repetitive movement of heavy objects.\*
- ☐ Performs other duties requiring high physical demand.\* (Explain below)

\*May require a pre-employment medical examination.

**ESSENTIAL FUNCTIONS OF POSITION**

- ☒ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☐ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line-item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

**EMPLOYEE CERTIFICATION**

- ☐ Yes. I am able to perform all of the above listed essential functions of the position and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature \_\_\_\_\_

Date \_\_\_\_\_